

基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

PERSONNEL CIRCULAR

Subject : PROPERTY DISPOSAL GUIDELINES

Date : January 15, 2019

1. Reasons for Property disposal

- 1.1. Accumulated repair and / or maintenance cost of 70 or more percent of the original or estimated purchase price
- 1.2. Irreparable damage
- 1.3. Outdated model that cannot be used anymore
- 1.4. Phasing out of a system / item
- 1.5. Confiscated / unclaimed items not redeemed within a specified time / end of

school year, whichever comes first

2. Disposal measures

- 2.1. Inter campus transfer of items to be approved by the Property Manager.
- 2.2. Recycle - Items to be dismantled for their spare parts to be used elsewhere (e.g., ICT hardware).
- 2.3. Sell

2.3.1. Newspapers / boxes / scraps to be sold weekly.

2.3.2. Items under 1.1. to 1.4. to scrap collector

2.3.6. Sale price of more than ten thousand pesos (php10,000) requires approval of the Executive Directress; otherwise, the Property Manager to

approve it.

- 2.4. Trade-In - Exchange for new equipment from the same company (e.g. mimeographing machine, OHP, photocopier, vehicles).

2.5. Donate

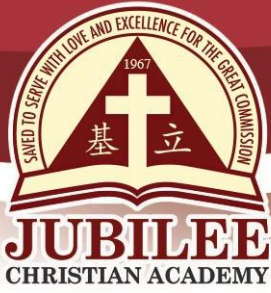
2.5.1. Sold item cash collections will be given to Community Care Fund.

2.5.2. Unclaimed lost and found items are to be donated to approved Community Care partner for the School Year.

2.5.3. On a need basis to the following in the priority as ranked; in a school year, complete through all organization before restarting the cycle.

1st - Christian organizations / missions supported by JCA.

2nd - Barangays Pinagkaisahan, Immaculate, Mariana, Valencia



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- 3rd - Indigent Christian churches, schools recommended by Board of Trustees, Personnel, JCAPA, JCAAA, JEC
- 4th - Government institutions (e.g., barangay, town, city, province)
- 5th - Non-government institutions
- 6th - Private Corporation
- 7th - Person recommended by Board, JEC

2.5.4. Donation Recommendation Procedure

2.5.4.1. The interested institution to submit a donation request letter to Christian Formation Department Director.

2.5.4.2. The interested institution to give the following data

2.5.4.2.1. Historical Background

2.5.4.2.2. Physical location, economic, political, socio-cultural, religious, educational background of the institution

2.5.4.2.3. Work(s) engaged in

2.5.4.2.4. Usage of the requested item

2.5.4.3. The request letter to be supported by a recommendation letter (e.g., Board of Trustee, Personnel, JEC)

2.5.4.4. For previous recipients whose institutional data has not changed, the institution to submit only a letter of request for the needed items.

2.6. Others - Item can be thrown away if preceding actions are not warranted.

3. Disposal procedure

3.1. All departments to turnover to the Property Department items meeting one of the reasons cited in #1 by January 15.

3.2. The Property Department to collect such items and recommend appropriate disposal measure and recipients as cited in #2 for approval by the Property Manager / Executive Directress.

3.3. Yearly summary of all items disposed, disposal measure used and recipient given shall be compiled by the Property Department for record purposes, one copy to be given to Finance Department.

Guidelines effective upon intranet posting.

Approved by :

SALLY L. COYUKIAT, Ed.D.

Executive Directress

12-18-18